

**HRSICINST M1418.1B****12 JUN 03****HUMAN RESOURCES SERVICE AND INFORMATION CENTER INSTRUCTION M1418.1B**

Subject	SERVICEWIDE EXAMINATION (SWE) GUIDE
Reference	(a) Personnel Manual, COMDTINST M1000.6 (series), Chap. 5.C & 10.B (b) Reserve Policy Manual, COMDTINST M1001.28 (series), Chap. 7.C
Purpose	To provide procedural guidance to members, units and PERSRU's for the SWE cycles.
Directives Affected	HRSICINST M1418.1A is hereby cancelled.
Introduction	Successful completion of the Service wide Exam (SWE) process is the result of members and commands knowing and fulfilling their responsibilities within the process. This manual is a guide which outlines procedures to follow in concert with the policies set forth in references (a) and (b). In the event of conflicting information, Commandant policy will be followed.
Action	Upon receipt of this manual, Personnel Reporting Units (PERSRUs), units, and members will become familiar with the procedures outlined within.

R. A. ROTH

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B	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
C	1	1	1	1	1	1	1	1	1		1	1	1	1	1		1	1	1	1	1	1	1	1	1	1
D	1	1	1	1	1			1	1			1	1			1	1		1	1	1	1	1			1
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The SWE Process

Background

Subject Matter Experts located at Coast Guard Training Centers create Service Wide Exams (SWE's) to test enlisted members knowledge of their rating and general military requirements (MRN). These written exams will be administered to members who meet all the eligibility requirements for advancement as outlined in references (a) and (b). The score received from this exam will become part of the members Final Multiple Score which consists of points for:

- SWE Exam Score
- Performance Factor
- Time In Service (TIS)
- Time In Grade in Present Rating (TIR)
- Medals & Awards
- Sea Duty

The amount of points for each factor is discussed in the references and in the "Profile Letter" section of this manual. The Final Multiple Score will determine an enlisted members standing on published advancement eligibility lists.

Eligibility Requirements

Eligibility requirements for advancement and participation in the SWE are outlined in references (a) and (b). In addition, approximately 3 months prior to each exam, CGPC (epm) or (rpm) will release an ALCGENL or ALPERSCOM message announcing the upcoming exam cycle. This message will provide

- Test dates and times
- Waived SWE's
- Waived EOCT's
- Timeline of deadline dates
- Other valuable advancement information

Every member/unit involved in the SWE process should closely review references (a) and (b) and all official message traffic which discusses advancements and service wide exams.

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Administration	<p>Exams are scheduled for:</p> <ul style="list-style-type: none">▪ May Active Regular for advancement to E5 thru E9▪ November Active Regular for advancement to E5 thru E6▪ October Active Reserve for advancement in all ranks
Scoring Exams	<p>Exams are scored by a computer scanner at HRSIC(adv), then uploaded into the Direct Access Database for inclusion in the members Profile Letter and becomes part of the Final Multiple Score.</p>
The Cutoff	<p>A cutoff point is established on published eligibility lists for each rating and pay grade based upon vacancies anticipated at either the time the eligibility list is made or by ALCOAST message at a later date. Personnel below the cutoff should plan to participate in subsequent SWE's.</p>
Advancement	<p>Each month CGPC (epm) or (rpm) will release a Headquarters Advancement Announcement Message or Headquarters Reserve Advancement Announcement Message (EPAA or RPAA). The message will list the names of members authorized for advancement on the upcoming first of the month.</p> <p>HRSIC (adv) will complete the advancement procedure in Direct Access, and forward CPO certificates to units.</p>

Sequence Of Events

Background

Many procedures must be followed to make a service wide cycle successful. Below is a general overview of the sequence of events that must occur. For details and specific dates of these events, refer to the references and ALCGENL or ALPERSCOM Messages announcing the particular SWE cycle.

Step	Action
1	Member meets advancement eligibility requirements outlined in Chapter 5-C of reference (a).
2	Commanding Officer recommends member for advancement on latest Employee Review as per Chapter 10-B of reference (a).
3	Unit receives ALCGENL or ALPERSCOM message announcing the upcoming SWE. Unit passes message info on EOCT and SWE waivers, timeline, and other important message data to members.
4	HRSIC (adv) mails PDE to the members unit. Corrections to PDE are initiated by member and completed by unit and PERSRU.
5	Member follows up to ensure that PDE corrections are reflected in Direct Access prior to PDE Correction Deadline Date.
6	Unit notifies HRSIC//ADV// via message of any waiver requests, changes to Exam Board OPFAC and changes of eligibility status of members prior to PDE Correction Deadline Date.
7	HRSIC (adv) sends SWE tests and instructions to the SWE Officer of the exam board unit via FEDEX.
8	SWE Officer follows handling procedures in Chapter 5-D-4 of reference (a), and notifies HRSIC (adv) of any missing or incorrect exams.
9	SWE Officer administers SWE and follows pre and post-test handling procedures provided in administrator's booklet and in Chapter 5-D of reference (a).
10	HRSIC (adv) scans test answer sheets and uploads scores to Direct Access for inclusion into members final multiple score.
11	HRSIC (adv) ensures Profile Letters containing exam score, and final multiple score are mailed to members unit.
12	CGPC (epm) or (rpm) releases the Advancement Eligibility List with cutoffs.
13	CGPC (epm) or (rpm) releases monthly Advancement Announcement Messages with the names of members authorized to promote on the first day of the upcoming month.
14	HRSIC (adv) completes advancements in Direct Access and completes and forwards CPO Certificates to E7's and above.

Responsibilities

Background

The SWE cycle is a multi-level process requiring all responsible parties to do their part to ensure success. Failure by a supervisor or supporting command to fulfill their responsibilities is not justification for a waiver and may result in the member not qualifying to test. Special attention should be given to the deadline dates in the SWE Announcement Message published for each cycle.

The below chart summarizes the responsibility requirements of references (a) and (b). However, the references and all message traffic should be closely monitored for additional information or possible changes.

Responsible Party	Responsibility
Member	<p>Meet the qualifications set forth in chapter 5-C of reference (a) for their specific grade and rating, including:</p> <ul style="list-style-type: none"> ▪ PBQs ▪ Rating and MRN EOCTs ▪ Rating specific qualification codes ▪ Required sea duty ▪ Required Time In Service (TIS) ▪ Required Time In Rating (TIR) ▪ Ensure EER in current rate/rank and marking period are complete with CO's Advancement Recommendation ▪ Verify and sign the Personal Data Extract (PDE) ▪ Report errors on the PDE to the unit support staff ▪ Follow-up to ensure action was completed to correct any PDE errors prior to deadline
Unit	<ul style="list-style-type: none"> ▪ Ensure all Enlisted Performance Evaluation Forms (EPEFs) are submitted prior to deadlines listed in chapter 10-B-5 of reference (a). ▪ Verify members have completed their Performance Based Qualifications (PBQs) by the deadline dates listed in chapter 5.C.4. of reference (a). ▪ Provide administrative assistance to member in correcting errors on PDE prior to deadline. ▪ Notify HRSIC (adv) of eligibility changes or corrections prior to deadline date in SWE announcement message.
PERSRU	<p>Assist units as needed in correcting PMIS/JUMPS and Direct Access errors as reflected on the member's PDE.</p>

Continued on next page

Command Designated SWE Officer	<p>Follow the SWE policies and procedures outlined in Chapter 5-D of reference (a) including:</p> <ul style="list-style-type: none"> ▪ Receipt, handling and accountability of exams ▪ Scheduling exams ▪ Exam boards ▪ Administration of exams ▪ Substitute exams ▪ Returning of exams
HRSIC (adv)	<ul style="list-style-type: none"> ▪ Produce PDE in Direct Access, print and mail to units ▪ Review all waiver requests ▪ Mail SWE test booklets and instructions to SWE Officer of exam board unit ▪ Receive and score SWE answer sheets ▪ Produce Profile Letter in Direct Access, print and mail to units. ▪ Publish and maintain the Advancement Eligibility List ▪ Distribute Advancement Eligibility List to CMC's ▪ Produce Enlisted Personnel Advancement Announcements (EPAA's) and Enlisted Reserve Advancements Announcements (ERAA's) for approval/release by CGPC (epm) and/or (rpm) ▪ Complete monthly advancement transactions in Direct Access to promote members ▪ Complete and forward CPO Certificates to units
Test Writers (SME's)	<ul style="list-style-type: none"> ▪ Provide HRSIC (adv) with master copies of tests for each rate/rank. ▪ Review challenged questions and make determination. ▪ Provide HRSIC (adv) with challenged questions to be credited following exam.
CGPC (epm-1) and or (rpm)	<ul style="list-style-type: none"> ▪ Draft, route and approve SWE Announcement Messages outlining critical dates, waivers and SWE cycle procedures. ▪ Provide HRSIC (adv) with signed Eligibility List cover letter, cutoff numbers and carry-overs. ▪ Provide HRSIC (adv) with number of advancements for monthly EPAA's and ERAA's. ▪ Release authority of EPAA and ERAA messages.

PDE Description

Background

The Personal Data Extract (PDE) is a form created by the Direct Access database for every active and active reserve member. It contains the personnel data currently in Direct Access, used to determine the member's eligibility for competing in the service wide exam. PDE's must be verified and/or corrected prior to the deadline date published in the ALCGENL or ALPERSCOM message announcing the upcoming SWE.

The PDE is currently printed and mailed to the member's unit by HRSIC (adv), approximately two months before the exam. An online version will be announced and made available to the field in the near future. Below is a sample of the printed and online PDE.

Continued on next page

USCG PERSONAL DATA EXTRACT
FOR THE YNC MAY 2003 SWE

PERSRU ACTION (IF NECESSARY)	
DATE RCVD:	PERSRU YN: _____
DATE CORRECTIVE ACTION TAKEN: _____	
DATE RETURNED TO MEMBER: _____	

Rate, Name: SK1	Smith, John T.	EmplID: 1234567
Perm Unit: 004939	CG RUITOFF KNOXVILLE	OPFAC: 79 47901
PERSRU: 000652	CG ISC ST LOUIS	OPFAC: 32 46700

IT IS YOUR RESPONSIBILITY TO REVIEW THE BELOW INFORMATION FOR ACCURACY

AWARD POINTS: 10	RECOMMENDED FOR ADVANCEMENT BY CO: Y
CRED SWE SEA TIME - YR: 1 MO: 2	MARKS FINAL MULTIPLE: 41.23
AD BASE DATE: 01/02/1984	END OF COURSE TEST(S) COMPLETE: Y
	DOR: 01/01/1999

*TIS: 191130 *TIR: 050000

(* COMPUTED TO THE TERMINAL ELIGIBILITY DATE OF 01/01/2004)

Evaluations:

Effective Date	Competency Type	Total	Points	Rating
11/30/2002	CON	0		S
11/30/2002	LEAD	37		
11/30/2002	MIL	12		
11/30/2002	PROF	33		
11/30/2002	PERF	40		
05/31/2002	CON	0		S
05/31/2002	LEAD	34		
05/31/2002	PERF	38		
05/31/2002	MIL	10		
05/31/2002	PROF	32		
11/30/2001	CON	0		S
11/30/2001	LEAD	34		
11/30/2001	MIL	10		
11/30/2001	PROF	31		
11/30/2001	PERF	38		
05/31/2001	CON	0		S
05/31/2001	LEAD	35		
05/31/2001	MIL	12		
05/31/2001	PERF	40		
05/31/2001	PROF	33		

Creditable Awards:

Award	Award Points	Issue Date
CG Good Conduct Medal	1	01/01/2001
Coast Guard Achievement Medal	2	03/11/1999
CG Good Conduct Medal	1	01/01/1998
Coast Guard Achievement Medal	2	03/08/1995
CG Good Conduct Medal	1	01/01/1995
CG Good Conduct Medal	1	08/16/1990
Army Achievement Medal	2	07/15/1985
Army Achievement Medal	2	01/15/1983

ULTIMATE DETERMINATION OF YOUR QUALIFICATION LIES WITH YOUR COMMAND.
YOUR YNC SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD LOCATED AT:
000666 - CG MSO MEMPHIS OPFAC: 08 33204

IF YOU HAVE ANY QUESTIONS OR CORRECTIONS, SEE YOUR UNIT ADMIN PERSONNEL

I HAVE REVIEWED MY PDE AND LISTED ALL NECESSARY CHANGES ABOVE.
PERFORMANCE BASED QUALIFICATIONS WERE TO BE COMPLETED NLT 01-FEB-2003
I HAVE/HAVE NOT FULLY COMPLETED MY RATING AND MRN PERFORMANCE BASED QUALS.
(Circle one)

SIGNATURE: _____ DATE: _____

AFTER SIGNING YOUR PDE, GIVE TO YOUR UNIT ADMIN PERSONNEL

03/10/2003

Online PDE

PERSONAL DATA EXTRACT I**Rate, Name:****EmplID:****Perm Unit:****OPFAC:****PERSRU:****OPFAC:****Review the below information for accuracy****Award Points:** 2**Recommended for Advancement by CO:** Y**Sea Duty Qualified:** Y**Marks Factor:****Cred Sea Time Yr:** 3 **Mo:** 7**End of Course Test(s) Complete:** Y**Ad Base Dt:** 12/14/1998**Dt of Rank:** 11/14/2002**TIS:** 050018**TIR:** 010118**TED DT:** 01/01/2004

EVALUATIONS			
		First	1-5 of 5 Last
Effective Date	Competency Type	Total Points	Rating
1 01/31/2003	CON		S
2 01/31/2003	LEAD	34	
3 01/31/2003	MIL	10	
4 01/31/2003	PERF	37	
5 01/31/2003	PROF	32	

Creditable Awards		
		First 1-2 of 2 Last
Award	Award Points	Issue Date
1 COMDT's Letter Of Commendation	1	03/28/2002
2 CG Good Conduct Medal	1	06/02/2001

You are not qualified for advancement due to the following:

If you have any questions or corrections, see your Unit Admin Personnel.

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PDE**Description
(cont.)**

Below is a list of fields from the online PDE and descriptions of each. The printed PDE has the same information in a slightly different order. Where computations use the “Eligibility Date”, (date member must meet all eligibility requirements), points are computed to:

- 1 February preceding the May SWE
- 1 August preceding the November SWE
- 1 July preceding the October Reserve SWE

Where computations use the “Terminal Eligibility Date” (TED) (date that the eligibility list becomes effective), points are computed to:

- 1 January following the May SWE
- 1 July following the November SWE
- 1 January following the October Reserve SWE.

Field Name	Description
Rate, Name	Members Rate/Rank, Last Name, First Name, MI
EmplID	Members Employee I.D. Number
Perm Unit and OPFAC	Unit ID#, Unit Name, Unit OPFAC Number
PERSRU and OPFAC	Unit ID#, Unit Name, Unit OPFAC Number
Award Points	Current number of points for creditable awards
Recommendation for Advancement by CO	Shows “Y” or “N” for CO’s recommendation on latest final/ approved Employee Review submitted into Direct Access
Sea Duty Qualified	Shows “Y” or “N” and applies to rates requiring sea time
Marks Factor	Shows average of marks used as per ALPERSCOM which announced the upcoming SWE
Cred Sea Time Yr. Mo.	Credit for each full month of Coast Guard sea duty earned after 1FEB94, not to exceed 2 points per year, or 0.1667 points per full month with a max of 30 points in a career. See chapter 5-C-15 and 16 of reference (a). For members currently serving on sea pay eligible units, points are computed up to the Eligibility Date.
End of Course Test(s) completed	Shows “Y” or “N” for all required EOCTs being completed and passed.
AD Base Date	Shows date or adjusted date of creditable active duty service.
Dt of Rank	Shows date of advancement to current rank

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TIS	Shows Time In Service computed up to the Terminal Eligibility Date (TED)
TIR	Shows Time In Rank computed up to the Terminal Eligibility Date (TED)
TED DT	Date used as end date to calculate TIS and TIR
Evaluations	Shows Conduct and Competency scores from Employee Reviews, which will be used to compute the Marks Factor for this cycle.
Creditable Awards	Lists only those awards with point values that were entered into Direct Access prior to the Eligibility Date. See chapter 5-C-3 of reference (a).
Disqualifying Information	Will give details of why a member is not qualified.

PDE Verification**Background**

Approximately three months prior to the SWE, CGPC (epm) or (rpm) will release a ALCGENL or ALPERSCOM message announcing the upcoming SWE cycle with details of verifying and correcting PDE's and the deadline dates for corrections. Corrections to PDE's after the published deadline date will not be accepted for the cycle.

Responsible	Action
HRSIC (adv)	<ul style="list-style-type: none"> ○ Creates and mails the PDE's to the members unit
Member	<ul style="list-style-type: none"> ▪ Reviews signs and dates PDE if accurate ▪ Informs unit of any discrepancies ▪ Verifies corrections prior to deadline date.
Unit	<ul style="list-style-type: none"> ○ Ensure that each member of the unit receives their PDE. ○ Take corrective actions for the following discrepancies: <ul style="list-style-type: none"> ▪ Missing awards ▪ Missing Employee Reviews ▪ CO's recommendation ○ Provide documentation to the PERSRU for the following PDE corrections: <ul style="list-style-type: none"> ▪ Exam board OPFAC change ▪ Sea time correction ▪ Award point correction ▪ TIG/TIS correction ▪ Qual code correction ▪ CPO Academy completion entries ▪ Any corrections requiring PERSRU action ○ Send message to HRSIC//ADV// for the following: <ul style="list-style-type: none"> ▪ Change CO's recommendation on latest EER. ▪ Eligibility waiver requests ▪ Change of address for mailing SWE ▪ Eligibility status changes of members ▪ Early mail of SWE for underway units ○ Maintains a check-off system to ensure each member has reviewed their PDE's and that all corrective actions are completed prior to the published deadline date.
PERSRU	<ul style="list-style-type: none"> ○ Make corrections in PMIS/JUMPS or Direct Access as indicated by documentation received from unit.

Profile Letter Description

Background

The Profile Letter is a form created by the Direct Access database, which shows each candidate where they rank compared to the other candidates who took the same exam. It is currently printed and mailed from HRSIC(adv) to the unit approximately two months after the exam.

Below is a sample of the online Profile Letter, which will eventually be made available to the field. Currently, a printed version of the Profile Letter is being provided via mail. *(Some identifying information has been blanked out for privacy).*

PROFILE LETTER FOR THE YN1 NOV 2002 SWE			
YN2	SMITH, John A	123456789,	USCG
Perm Unit:	000450	HRSIC TOPEKA	OPFAC: 53 47400
The Final Multiple Points which will determine your placement on the eligibility list are:			
SERVICEWIDE EXAM:	0.00	TIR PRESENT PAYGRADE:	10.00
PERFORMANCE FACTOR (MARKS):	41.5300	MEDALS/AWARDS:	10.00
TIME IN SERVICE:	14.2500	CREDITABLE SEA POINTS:	
TOTAL FINAL MULTIPLE:	75.7800		

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**Profile Letter
Description**

Below is a list of fields from the Profile Letter and descriptions of each. Where computations use the “Eligibility Date”, (date member must meet all eligibility requirements), points are computed to:

- 1 February preceding the May SWE
- 1 August preceding the November SWE
- 1 July preceding the October Reserve SWE

Where computations use the “Terminal Eligibility Date” (TED) (date that the eligibility list becomes effective), points are computed to:

- 1 January following the May SWE
- 1 July following the November SWE
- 1 January following the October Reserve SWE.

Field Name	Description																
Service Wide Exam	Point credit based on the total test percentage when compared to the average score of all SWEs for that rate/rank. (Not a raw score but a percentage). Maximum credit is 80 points.																
Performance Factor	Point credit based on a calculation of your performance factor average. Maximum credit is 50 points.																
Time In Service	Point credit based on 1 point per year figured to the TED. Maximum credit is 20 points.																
TIR Present Pay grade	Point credit based on 2 points per year figured to the TED. Maximum credit is 10 points.																
Medals/Awards	Point credit based on type of award earned by the Eligibility Date. See Article 5.C.3.b.3 of reference (a) for award point chart. Maximum credit is 10 points.																
Creditable Sea Points	<ul style="list-style-type: none"> • Point credited based on cumulative sea time on a sea pay eligible vessel, computed to the Eligibility Date. • Accrual of sea points starts with sea pay units served aboard from 1 Feb 94 up to the Eligibility Date. Maximum credit is 30 points. 																
Total Final Multiple	<p>Composed of the following factors:</p> <table border="1"> <thead> <tr> <th>Factor</th><th>Maximum Credit</th></tr> </thead> <tbody> <tr> <td>Examination Score</td><td>80</td></tr> <tr> <td>Performance Factor</td><td>50</td></tr> <tr> <td>Time In Service (TIS)</td><td>20</td></tr> <tr> <td>Time In Pay Grade (TIG) (In Present Rating)</td><td>10</td></tr> <tr> <td>Medals & Awards</td><td>10</td></tr> <tr> <td>Sea Duty</td><td>30</td></tr> <tr> <td>Total</td><td>200</td></tr> </tbody> </table>	Factor	Maximum Credit	Examination Score	80	Performance Factor	50	Time In Service (TIS)	20	Time In Pay Grade (TIG) (In Present Rating)	10	Medals & Awards	10	Sea Duty	30	Total	200
Factor	Maximum Credit																
Examination Score	80																
Performance Factor	50																
Time In Service (TIS)	20																
Time In Pay Grade (TIG) (In Present Rating)	10																
Medals & Awards	10																
Sea Duty	30																
Total	200																

Profile Letter Verification

Procedure

The unit will receive Profile Letters from HRSIC (adv) and distribute them to their members. If incorrect data is found due to a system error which was beyond the member, unit or PERSRUs control to fix, the unit may:

- Send a message to HRISC//ADV// requesting corrections
- Provide via fax, if requested, supporting documentation

HRSIC (adv) will reply via message approving or disapproving the request. If approved, additional points will be authorized and the eligibility list will be adjusted accordingly.

Common Problems

Background Each cycle there are members who expect to receive a SWE and do not. Below is a chart showing the common problems associated with members and support personnel not fulfilling their responsibilities by the published deadline dates, and solutions to those common problems. Requests for corrections to errors shall be sent via message to HRSIC//ADV//.

Problem	Possible Cause(s)	Solution
Employee Review (EER) was not submitted in CGHRMS by deadline date	<ul style="list-style-type: none"> ▪ Unit unaware that EER is due ▪ Unit thought it was completed, yet it was never submitted ▪ Submitted late ▪ Unit failed to advise HRSIC (adv) of an Employee Review correction. 	Review Chapter 10-B of reference (a) and ensure Employee Reviews are completed and submitted on time. Contact HRSIC (adv) at: 785-339-3400 or email to HRSIC (adv) for technical assistance with the Direct Access, EER program.
End Of Course Test (EOCT) not completed by deadline date.	<ul style="list-style-type: none"> ▪ Member waited until last moment to take the EOCT, resulting in the score being uploaded to CGHRMS after deadline date. 	EOCT ordered and administered at least two months prior to SWE deadline.
EOCT was obsolete	<ul style="list-style-type: none"> ▪ Member did not act on obsolete notification from the CG Institute ▪ Member did not enroll in updated course 	Verify that the EOCT does not become obsolete prior to the SWE deadline.
Member is eligible, but PDE shows “not eligible” and no test was sent.	<ul style="list-style-type: none"> ▪ Member did not properly validate the PDE for correctness. ▪ Member did point out needed corrections to unit but did not follow-up to ensure they were completed. ▪ Member/Unit submitted request for PDE correction after the PDE Correction Deadline Date published in ALCGENL or ALPERSCOM MSG. 	Ensure PDE’s are corrected prior to published deadline date.
Member misses test date while on leave, TDY, or enroute PCS	<ul style="list-style-type: none"> ▪ Member did not make arrangements to take the test at a CG Unit in the vicinity of temporary location. 	Member/Unit request that HRSIC (adv) send the test to other than permanent unit.

Waivers

Procedure

Waivers of eligibility requirements are considered on a case-by-case basis. If the cause of ineligibility was beyond the member or supporting unit's control, submit a request for waiver via message as shown below:

FM: (UNIT PLAD)
TO: COGARD HRSIC TOPEKA KS//ADV//
UNCLAS//N01418//
SUBJ: WAIVER REQ FOR (RATE/RANK, FULL NAME, SSN, USCG(R))
1. REQ WAIVER OF ***** FOR SNM.
2. FULL DETAILED EXPLANATION OF WHY THE WAIVER IS BEING REQUESTED.
3. POC IS (RATE/RANK, NAME, TEL#)

Change of CO's Recommendation

Procedure

In accordance with Article 10-B-10 of reference (a), a Commanding Officer is authorized to change any mark they assigned to members still attached to the unit if the Approving Official receives additional information that applies to the particular employee review period. The Approving Official writes, signs and sends a letter to HRSIC (adv) to request the change. Refer to Article 10-B-10 for details. An advance copy of the signed letter may be faxed if time critical to HRSIC (adv) at 785-339-3765.

Substitute Exams

Procedure

IAW Article 5-D-3 of reference (a) and Article 7-D-3 of reference (b), substitute SWEs are discouraged. They delay the completion of the SWE cycle and publishing of Eligibility List and Profile Forms. The most prevalent reason for requesting substitute SWEs is TDY for training and/or deployment even though in most cases the command/member knew of the TDY in advance of the SWE date. Steps should be taken by the unit to ensure that when possible, the member's SWE is forwarded to minimize the number of substitute SWEs. All requests for substitute exams must meet the requirements set forth in the applicable references noted above.

If tests absolutely cannot be administered on the scheduled date, send a substitute SWE request by message as soon as determination has been made as shown below:

FM: (UNIT PLAD)
TO: COGARD HRSIC TOPEKA KS//ADV//
UNCLAS//N01418//
SUBJ: REQUEST FOR SUB SWE FOR (RATE, FULL NAME, SSN, USCG)
A. ART 5-D-3, CG PERSMAN
B. HRSICINST 1418.1B
1. IAW REF A REQ SUB SWE FOR SNM BE FORWARDED TO EXAM BOARD OPFAC XX-XXXXX TO BE ADMIN ON (DATE) AND RETURNED BY FASTEST MEANS.
2. (FULL EXPLANATION OF WHY MBR MISSED TEST DATE AND WHAT ACTION COMMAND TOOK TO ENSURE MEMBER HAD OPPORTUNITY TO TAKE TEST).
3. POC IS (RATE, NAME, TEL#)